

# Visioneer® OneTouch® 8700 Scanner

FOR USB CONNECTION

## Installation Guide

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This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation

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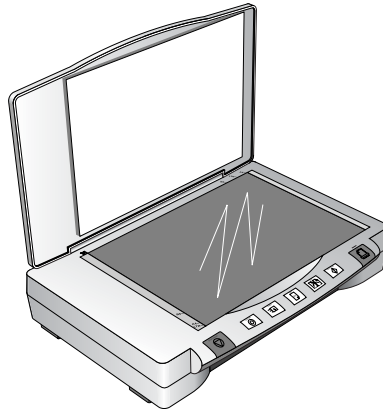
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# WELCOME

Congratulations on purchasing your Visioneer OneTouch 8700 scanner. With your scanner, you can quickly scan paper documents and color photos to place their electronic images on your computer.

## WHAT'S IN THE BOX

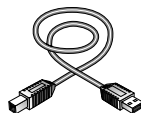
Before starting the installation, check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.



Visioneer OneTouch 8700 Scanner



Software CD



USB Cable

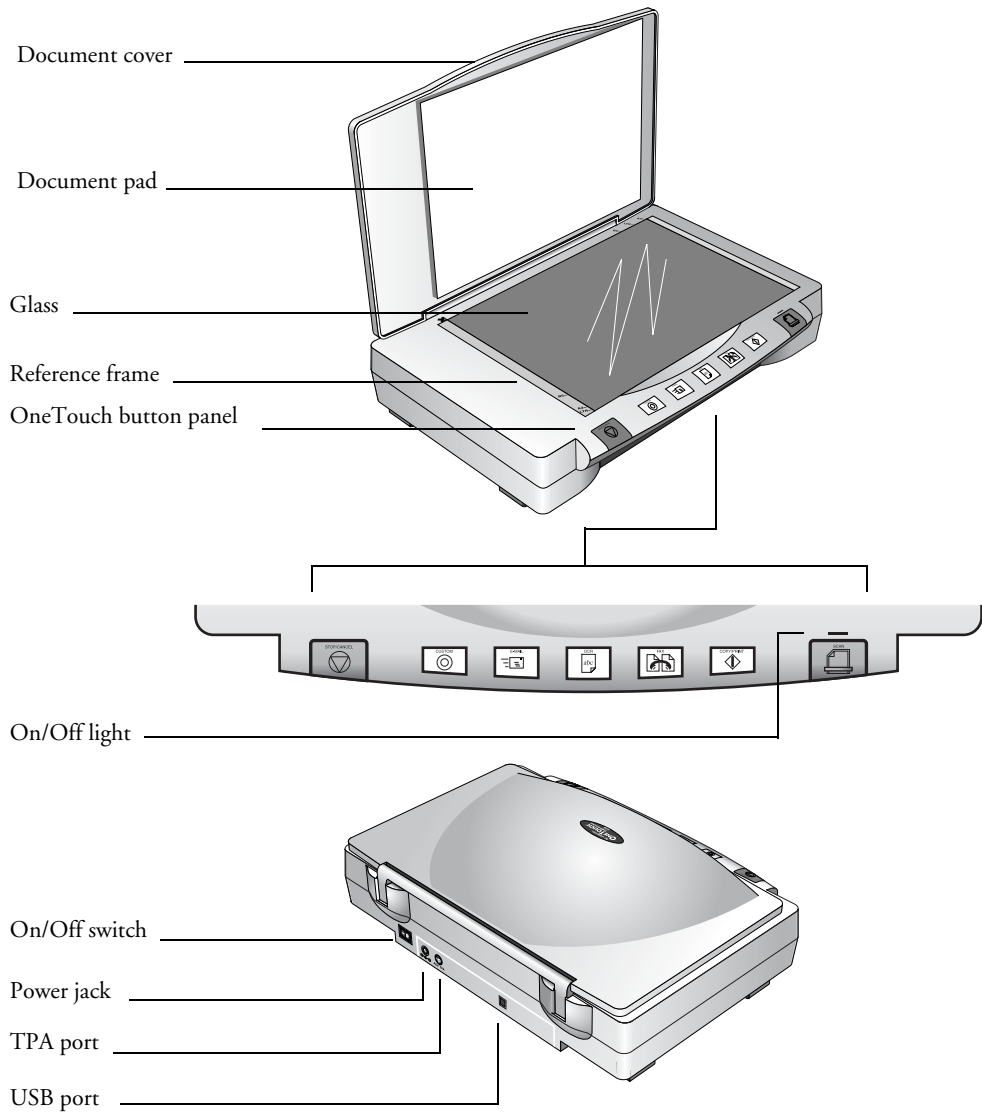


Power supply



Installation Guide

## THE VISIONEER ONETOUCH 8700 SCANNER



**Document cover.** Close the document cover after placing items on the scanner glass.

**Document pad.** Helps to secure the document in place on the scanner glass.

**Glass.** Place items face down on top of the glass in the upper left corner.

**Reference frame.** Place items face down within this frame. Markings on the border of the frame show where to align various paper sizes.

**OneTouch buttons panel.** Press a OneTouch button to scan, copy/print, email, fax, OCR (convert items to text), or scan with custom settings.

**On/Off light.** Shows that the scanner is receiving power.

**On/Off switch.** Turns the scanner's power on and off.

**Power jack.** Plug the scanner power cord into this jack.

**TPA port.** A port for an optional Transparency Adapter (TPA) for scanning transparencies. Please visit our web site at [www.visioneer.com](http://www.visioneer.com) for more information about acquiring a transparency adapter for your scanner.

**USB port.** Plug one end of the USB cable into this port; plug the other end into a USB port on the computer or keyboard.

## WHAT YOU NEED

**To use the OneTouch scanner and software, you need the following:**

- IBM PC (or 100-percent compatible) Pentium or equivalent
- Microsoft Windows 98 & 98SE, Windows 2000, Windows Me or Window XP.
- One available Universal Serial Bus (USB) port
- Available internal memory (RAM):
  - Windows 98 & 98 SE—32 megabytes (MB) or more
  - Windows 2000 or Windows ME—64 megabytes (MB) or more
  - Windows XP —128 megabytes (MB) or more
- 70 MB of free hard disk space
- A VGA or SVGA monitor. Recommended settings for your monitor are as many colors as possible—High Color (16-bit), True Color (24-bit or 32-bit). Set the resolution to at least 800 by 600 pixels. To set your monitor's colors and resolution, open the Windows Control Panel, double-click Display, and then click the Settings tab.
- A CD-ROM drive

## GETTING THE PAPERPORT SOFTWARE USER'S GUIDE

The CD also includes your *PaperPort User's Guide*. This guide provides more detailed information about the PaperPort software's features. Please see the CD to view or print the guide.



# Installing

This section of the guide contains instructions for connecting your OneTouch 8700 scanner to a USB port.

The PaperPort CD includes all the necessary installation files, as well as PaperPort software files and other software files. The CD also includes the *PaperPort User's Guide*. You can read the guide from the CD, or print a copy directly from the CD.

## STEP 1: INSTALLING THE PAPERPORT SOFTWARE

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**Note:** You must install the PaperPort software **before** connecting the scanner to the computer. Otherwise the correct software to run your scanner will not be installed and it may not scan properly.

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### To install the PaperPort software:

1. Start your computer and make sure that no other applications are running.
2. Insert the PaperPort CD into your computer's CD-ROM drive. The CD automatically starts.

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**Note:** If the PaperPort CD does not automatically start, make sure the CD drive's door is completely shut. If the CD still doesn't start, the Autorun option on your computer is turned off. Click the Windows icon named My Computer. The window shows the drives available on your computer. Double-click the icon for your CD-ROM drive to see the list of files on the CD. Double-click the file named START32.EXE. The CD starts.

---

3. Follow the instructions on the screen to install the PaperPort software on your computer.

During installation, a message tells you to connect the scanner to the computer.



4. Follow the steps in the next section to connect the scanner. When you're finished, click **Finish** in the dialog box above.
5. When a message asks if you want to restart your computer before using your scanner, select **restart your computer** and click **OK**.

Restarting your computer sets up the files that your scanner needs to work correctly.

## STEP 2: CONNECTING THE SCANNER

The OneTouch 8700 scanner connects to any available USB port. Check your computer's user's guide for its USB port locations.

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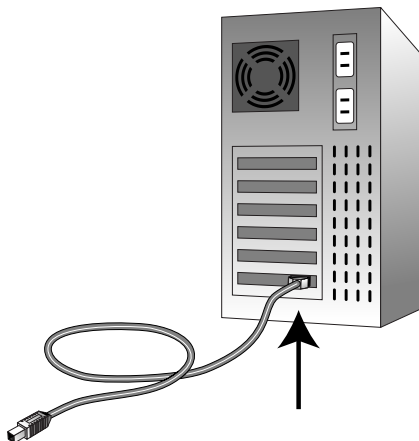
**Note:** You do not have to shut off the power to your computer when connecting the scanner to a USB port.

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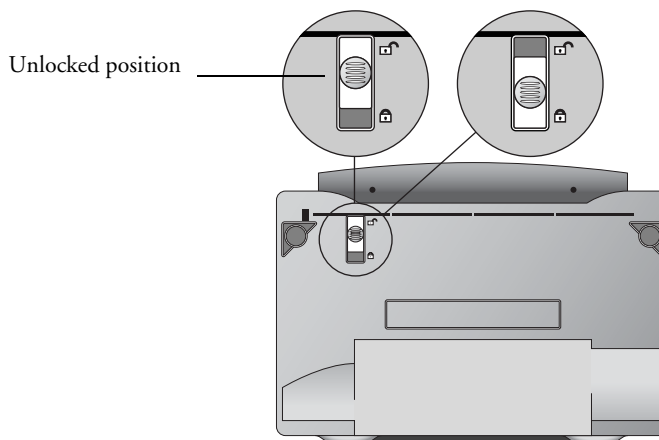
**To connect the OneTouch 8700 scanner to a USB port:**

1. Plug one end of the USB cable into an available USB port.

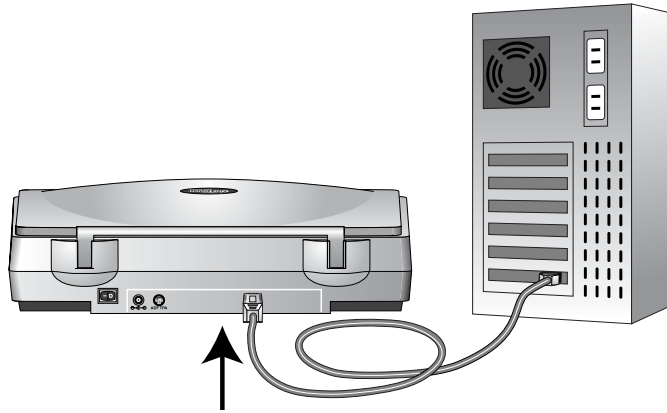
Some newer computers also have keyboards with USB ports. You can plug the scanner into the keyboard instead of the USB port on the computer.



2. Turn the scanner over to see the locking tab on the bottom. Slide the locking tab to the unlocked position.



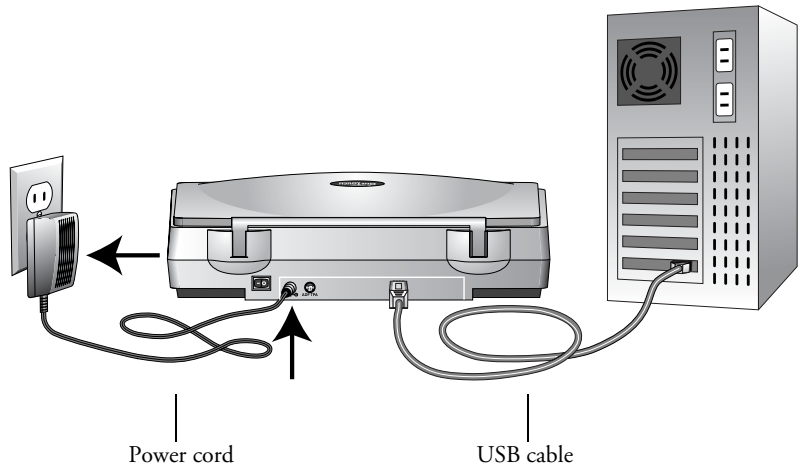
3. Plug the other end of the USB cable into the scanner's USB port.



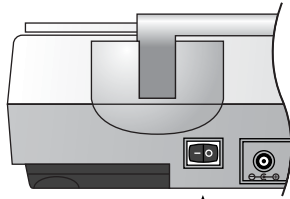
If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

4. Plug the power adapter cable into the power jack on the back of the scanner.
5. Plug the power adapter into an AC (wall) outlet.

The following diagram shows the scanner connected to a computer.



6. Turn on power to the scanner. The amber light comes on indicating the scanner is receiving power.



Power On/Off switch

Your computer recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software from the CD to run the scanner.

When the software is finished loading, the Finish button on the dialog box on the computer screen becomes active.

7. Click the **Finish** button.

The scanner's on/off light turns from amber to green when the scanner and computer are communicating properly.

That completes the steps to connect your scanner to the computer.

8. Remove the CD from the computer and store it in a safe place.
9. Select **restart your computer** and click **OK**.

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**Note:** The locking tab protects the scanner's scan head by holding it securely in position. Lock the scanner when transporting it from one location to another, but always remember to unlock it before scanning. The scanner will not scan when locked.

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## STEP 3: CHECKING OUT YOUR SCANNER

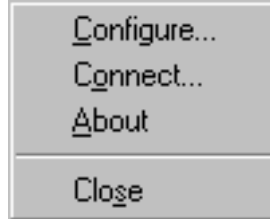
The OneTouch scanner software adds the scanner icon to the Windows taskbar (at the bottom right corner of the computer screen). If the scanner is properly connected, the scanner icon looks like the one in this figure.



If the icon has a red X through it, the scanner is not properly connected. See the next section, “If the Scanner Is Not Properly Connected,” for the steps to fix the problem.

### To check the status of the scanner:

1. Place the mouse pointer on the scanner icon in the Windows taskbar.
2. Right-click the icon. The shortcut menu appears.



3. Choose **About** from the shortcut menu.

A dialog box confirms that the scanner is properly connected.



4. Click **OK** to close the dialog box.

That's it. Your scanner is ready to scan.

See "Scanning by Pressing the OneTouch Buttons" on page 14.

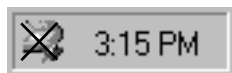
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**Note:** The scanning lamp under the scanner's glass needs to warm up before you can scan. A status message lets you know when the lamp is ready. The lamp then remains ready so you don't have to wait for it to warm up each time you want to scan. To conserve electricity and prolong the life of the scanner, you can set the length of time for the lamp to remain lit before powering down. See "Setting Preferences" on page 25.

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## IF THE SCANNER IS NOT PROPERLY CONNECTED

If the scanner icon on the Windows taskbar has a red "X" through it, the scanner is not properly connected.



Check for one of these possible problems:

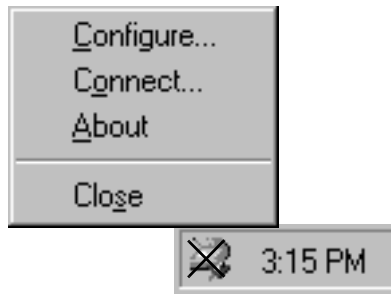
- **Is a cable loose or not plugged in securely?** Inspect all cable connections. Make sure all the cables are plugged in securely.
- **Is the scanner's power light on?** Turn on the scanner's power. If the light still doesn't come on, plug the power adapter into another electrical outlet.
- **Is the scanner's locking tab in the locked position?** Slide the locking tab to the unlocked position. If you tried to scan with the scanner locked, you must restart your computer after unlocking the scanner.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.

Please see the Readme file in the PaperPort directory on your computer's hard drive. The Readme file contains additional information that may help you diagnose problems connecting the scanner.

**To connect the scanner:**

1. After checking for all the above problems, right-click the scanner icon with the red X over it.

The shortcut menu appears.



2. Choose **Connect** from the shortcut menu.

The software finds the scanner and makes the connection. The scanner icon will no longer have a red X through it, and you're ready to begin scanning.

If you try all the troubleshooting procedures described above and in the Readme file, and the scanner icon still has a red X through it, you may have a malfunctioning scanner. Please see the back of this *Installation Guide* or the technical support card that you received with your scanner for technical assistance telephone numbers. Also visit our web site at [www.visioneer.com](http://www.visioneer.com) for additional technical information. You can also receive software updates from the Windows Start menu by choosing **Programs**, then **PaperPort**, then **Check for OneTouch Updates**.



# Scanning

## THREE WAYS TO SCAN

You can scan items by pressing a OneTouch button, by clicking a button on the screen, or from the PaperPort software (or other Twain software).

- Scan with the Scanner Buttons

Press a button on the scanner's front panel.



- Scan from the Screen



Click the scanner icon on the Windows taskbar. A panel representing the scanner buttons appears. Click a button on the panel on the screen.



- Scan from the PaperPort Software (or Other Twain Software)



To scan from the PaperPort software, start the software, and then click the Twain icon on the PaperPort Command Bar. You can also scan from other Twain software. See "Scanning an Item with the Twain Button" on page 30 for details.

## SCANNING BY PRESSING THE ONETOUCH BUTTONS

Pressing a scanner button scans the item, and then sends the image either to the printer, or to a software application on your computer.

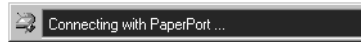
### To scan by pressing a button on the scanner:

- Place an item to scan on the glass, face down, and press one of the scanner buttons.

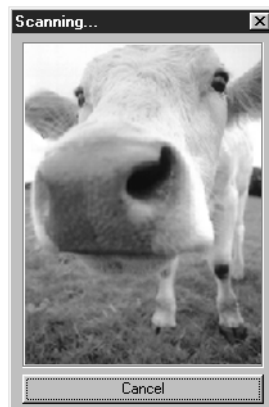
The scanner starts scanning the item. A message just above the Windows taskbar shows the status of the scanning.



When scanning is complete, the status message also shows the destination application. In the sample below, the scanned image appears on the PaperPort Desktop.



During scanning, the scan progress window shows a small copy of the image, as illustrated by this example:



When the scan is complete, the scanned image appears in the destination software.

## SCANNING FROM THE BUTTON PANEL ON THE SCREEN

Scanning from the button panel on the screen is just like pressing a scanner button, except you click the button on the screen. The scanner scans the item, and then sends the image either to the printer, or to a software application on your computer. This method of scanning is especially helpful if the scanner is not located close to your computer.

### To scan from the screen:



1. Place an item to scan on the glass, face down, and click the scanner icon on the Windows taskbar.

The scanner button panel appears on the screen.



2. Click the button you want to use to scan.

The scanner starts scanning the item; the messages about the scanning appear above the Windows taskbar; the progress window shows the image as it is scanned. When the scan is complete, the scanned image appears in the destination application.

The icons on the buttons indicate the destination application for the scanned image. For example, in the illustration above, the icon on the email button is for the email application, Outlook Express. When you click the email button, the item is scanned, and then Outlook Express opens. In this case, the scanned image automatically becomes an attachment to send with an email message.

A question mark icon on a button means your computer does not have an application that corresponds to that button's functions. For example, if your computer does not have a fax application, the Fax button will have a question mark icon on it.

## ABOUT THE ONETOUCH BUTTONS

The OneTouch buttons are preconfigured to scan items at various settings, and then send the scanned image to a preselected software application—called the Destination Application. You can change the settings for each button except the Stop/Cancel button. See “About the Configuration Dialog Box” on page 18.



The following table lists the scanner's preconfigured settings:

| Button      | Preconfigured Settings  |
|-------------|---|
| Scan        | Scans the item as an 8.5" x 11" color page and displays it in PaperPort   |
| Copy/Print  | Prints the scanned item in black and white on your printer/copier at the printer/copier's default resolution                      |
| Fax         | Displays the scanned item in your fax software as a black and white image at the default resolution of your fax software or modem |
| OCR         | Converts the item's text to black and white word processing text, and displays it in a word processing application                |
| Email       | Scans the item as a color photo and attaches it to a new email message in your email application                                  |
| Custom      | Scans the item as a color photo and displays it in an image processing application  |
| Stop/Cancel | Cancels the scan in progress.   |

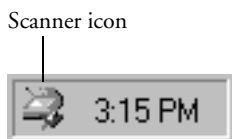
**Note:** If a button is not preconfigured, the Configuration dialog box appears when you press that button so you can configure it manually. For example, if your computer does not have fax software installed, the fax button cannot be preconfigured.

## CONFIGURING THE SCANNER

To configure the scanner, you display the Configuration dialog box and then select options for the scan buttons. You display the Configuration dialog box from either the shortcut menu or the Button Panel.

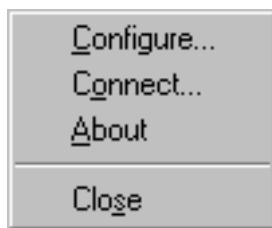
### To display the Configuration dialog box from the shortcut menu:

1. Right-click the scanner icon.



The shortcut menu appears.

2. Choose **Configure** on the shortcut menu.



The Configuration dialog box appears. Click the tab that corresponds to the button you want to configure.

### To display the Configuration dialog box from the Button Panel:

1. Right-click the button you want to configure.



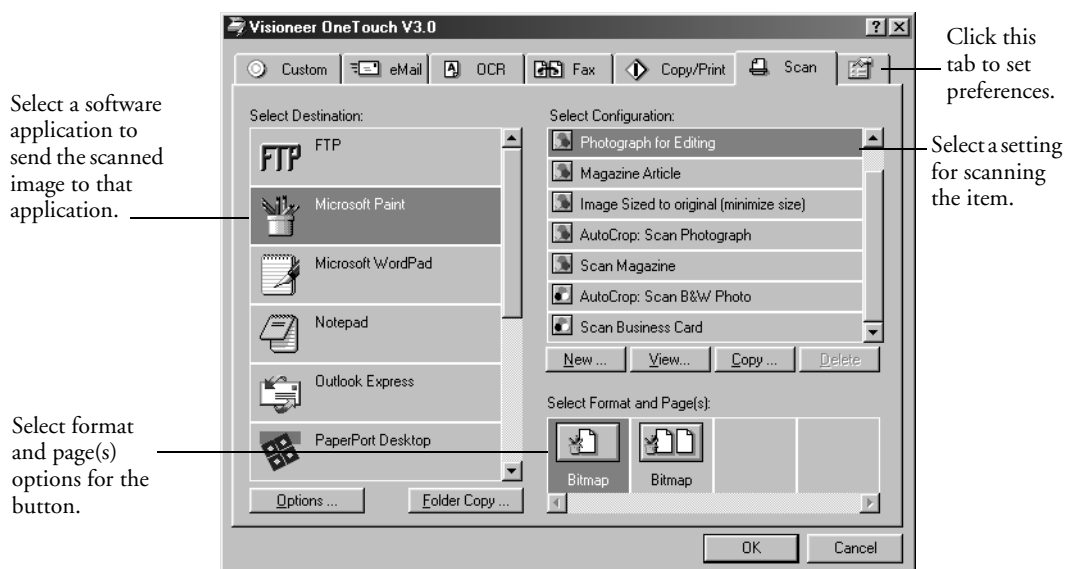
The Configuration dialog box appears. The tab for the scan button you clicked is selected for you.

## ABOUT THE CONFIGURATION DIALOG BOX

The Configuration dialog box shows the current settings for each scanner button.

The tabs across the top of the dialog box correspond to the buttons. Clicking a tab shows the current settings for the corresponding button on the scanner.

For example, the following figure shows the current settings for the Scan button because the Scan tab is selected. The Scan button is set up to scan the item with the configuration named Photograph for Editing, and then after the scanning is finished, to open Microsoft Paint to display the scanned image. The Format and Page(s) setting is to scan as a bitmap for a single page item.



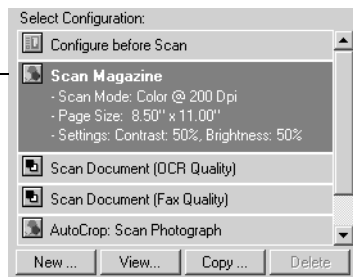
See “Setting Preferences” on page 25 to set Preferences.

The options on the Configuration dialog box are:

**Select Destination**—the list of applications that can open to display the scanned image. Select the application that you want to automatically open to display or process the scanned image.

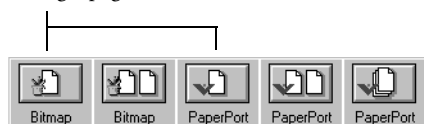
**Select Configuration**—the list of the button's scan configurations. The configuration settings include: color, black and white, or grayscale, resolution in dots per inch (dpi), page size, brightness, and contrast. To see the details about a configuration, click its icon in the list. Click the icon again to close the detailed information.

Clicking an icon expands the configuration to show its settings



**Select Format and Page(s)**—a set of options for selecting a format for the scanned image and whether to scan a single page or multiple pages. The formats are bitmap and PaperPort. Use PaperPort for scanning any item. Bitmap format is usually for photos or artwork. The page icons represent single or multiple page scanning.

Scan single page



Scan multiple pages

Scan multiple pages and stack them on the PaperPort Desktop

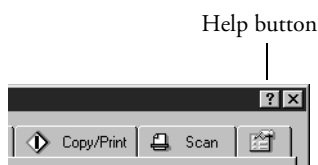
**Options** — displays a dialog box for selecting options about the destination application for the scanned image. Each destination application has its own properties dialog box.

**Folder Copy**—displays a dialog box for selecting the folder to use for storing copies of the scanned images.

## GETTING HELP

You can get help with the scanner's features or any of the options on the Configuration dialog box using either of the following methods:

- When the Configuration dialog box is displayed, press the **F1** key on your keyboard. The help window appears.
- Click the Help button at the top right corner of the Configuration dialog box. The pointer changes to a question mark. Click on the section of the dialog box with which you need help. The help window appears with the appropriate information.



## SELECTING NEW OPTIONS FOR THE BUTTONS

You can select a new destination application, configuration, and image format for a scanner button to optimize it for the type of scanning you want to do. You use the Configuration dialog box to select new options.

### To select new options for a scanner button:

1. Display the Configuration dialog box.  
Click the tab of the button whose options you want to change.
2. Scroll the list of applications in the Select Destination list and click the new application you want to use to view and work with the scanned image.

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**Note:** If you select a word processing program such as Microsoft WordPad or Microsoft Word and a configuration for OCR, the text in scanned images is automatically converted to word processing text by the optical character recognition (OCR) software that you receive with the scanner. The converted text then appears in the selected destination application.

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3. Click a selection in the Select Configuration list to choose a new scan configuration for the selected scanner button.

The configurations in the list are preset for the application you select in the application list. If you select another application, the configurations are for that application.

If you want to select a configuration prior to scanning, click the option, Configure before Scan. When you press a scanner button, the Visioneer Scan Manager dialog box appears first and you can select a configuration before scanning. See “Scanning an Item with the Twain Button” on page 30 for details.

4. Select one of the Format and Page(s) options for the button.
5. Click **OK**.

Now when you press the scanner button, it scans the image using the new configuration settings and displays the scanned image in the new destination application.

---

**Note:** The Configuration dialog box is also available from the scanner icon on the Windows taskbar. Click the icon to see the scanner buttons panel. Click a button on the panel with the right mouse button (don't click with the left mouse button; clicking with the left mouse button starts scanning). The Configuration dialog box appears.

---

## CREATING NEW CONFIGURATIONS

You cannot change settings such as brightness or contrast of the preset configurations. To scan with settings other than those offered by the preset configurations, you must first create a new configuration and then use it to scan.

To create a new configuration click the New button on the Configuration dialog box. You can also click Copy to copy a preset configuration, change its settings, and then save it under a new configuration name. To see Help for creating a new configuration press the F1 key on your keyboard.

## ADJUSTING SCAN SETTINGS AND PAGE SETTINGS

When scanning using a configuration that you created yourself, you can adjust that configuration's scan settings and page settings. For example, if the scanned image is too dark, you can adjust the brightness of the scan setting.

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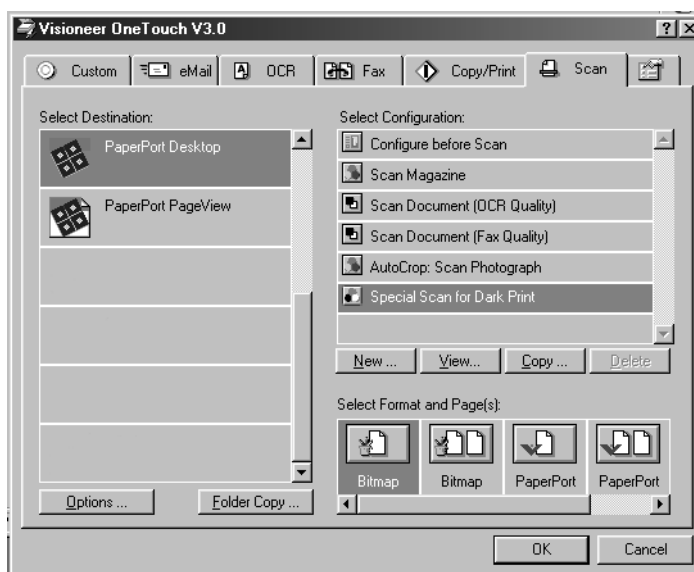
**Note:** You cannot change the scan settings or page settings for any of the predefined scan configurations. You can only adjust settings for scan configurations that you create yourself. See the section above, "Creating New Configurations".

---

### To adjust the scan settings and page settings:

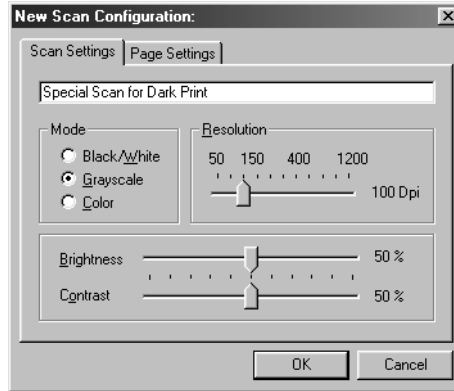
1. Display the Configuration dialog box.  
Click the tab of the button whose options you want to change.
2. In the Select Configuration list, click the configuration that you want to adjust.

For example, the following figure shows a configuration named Special Scan for Dark Print (which you would have created earlier).



3. Click the **Edit** button.

The dialog box appears for adjusting the scanning settings of the selected configuration.



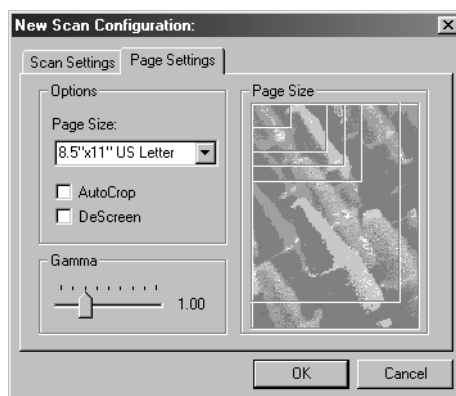
4. Adjust the scan settings that you want.

**Mode**—Select Black/White to scan in black and white. For example, letters and memos are usually scanned in black and white. Select Grayscale to scan items such as documents containing drawings or black and white photographs. The scanning produces an image in varying shades of gray. Select Color to scan color photographs and other color items.

**Resolution**—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 1200 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

**Brightness** and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black/White mode.

5. Click the Page Settings tab to adjust the scan page settings.



**Page Size**—Choose a page size from the drop-down list. The outlines on the picture represent the various page sizes. Clicking one of those outlines also selects it as the page size for the scan. If you select the Custom option from the drop-down list, boxes appear in place of the picture. Enter the horizontal and vertical page dimensions in the boxes.

**AutoCrop**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you put a photo in the middle of the glass, the scanner will automatically determine the size of the photo. When AutoCrop is selected, the scanner makes two passes—the first pass senses the item's size, and the second pass scans the image. This option overrides the Page Size menu selection.

**DeScreen**—Select this option when scanning a picture from a newspaper or magazine article, or other item that contains images with patterns or dots. Scans of patterns or dots sometimes have a distorted or wavy appearance. The scanner scans the item to compensate for the patterns and dots, and produces a clearer image. The scanning may slow down a bit when this option is selected. You don't need to select this option when scanning photographs. The DeScreen setting does not apply to the Black/White mode.

**Gamma**—Drag the slider to improve how the colors in a scanned image look on your monitor. Gamma correction allows you to achieve precise color matching. Because the computer cannot always transmit the exact color information to the hardware, you may have to make some color adjustments using the Gamma feature.

The default Gamma setting works fine in most cases and normally does not need to be adjusted.

6. Click **OK**.

The Configuration dialog box reappears. Make sure the configuration you just defined is selected.

7. Click **OK** on the Configuration dialog box.

The new configuration and its adjusted settings now apply to the button whose tab is selected at the top of the Configuration dialog box.

---

**Note:** If you select the Copy/Print or Fax button, the dialog box for editing and adjusting the settings will have a Device tab for selecting options for a printer or copier. See the Help for more information.

---

## SETTING PREFERENCES

The preferences apply to each button and to the scanner.

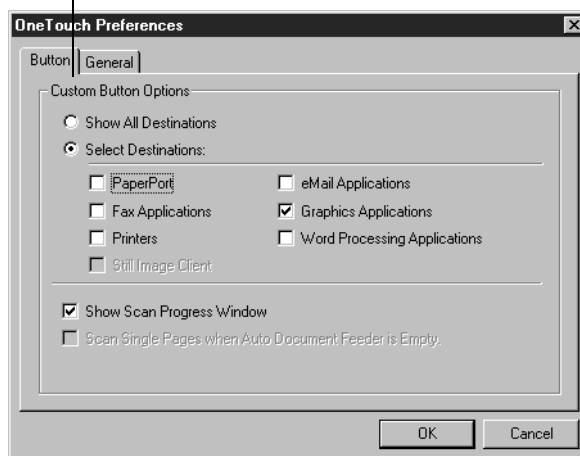
### To set preferences:

1. On the Configuration dialog box, select the tab for a button to set its preferences.
2. Click the Preferences tab on the Configuration dialog box.



The Preferences dialog box appears. The dialog box shows which button you selected for new preferences.

The name of the button to receive new preferences



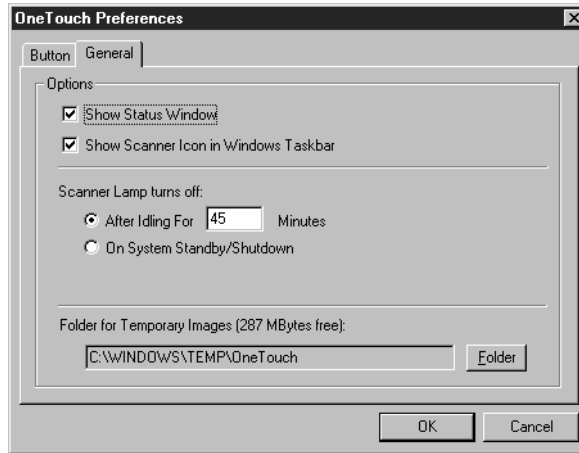
If the Button tab on the Preferences dialog box is not selected, click it.

**Show All Destinations**—Clicking this option automatically selects all the destination applications categories. When you click the button's tab on the Configuration dialog box, its list of destination applications include all of the applications on your computer that fall into these categories. For example, the destination applications for the email button are usually email applications. By selecting the Show All Destinations option as the preference for the email button, all the other types of applications are included in the list of email destination applications.

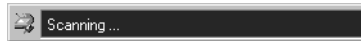
**Select Destinations**—Select this option to individually choose the types of applications to include in the button's list of destination applications. Click in the boxes for the types of applications to include in the button's list.

**Show Scan Progress Window**—Select this option to see the window that shows a rendition of the image during the scanning. See the sample on page 14.

3. Click the General tab to set preferences for the scanner.



**Show Status Window**—Select this option to see the small window at the bottom right corner of the screen that shows the status of the scanning and other information as shown in this sample:



**Show Scanner Icon in Windows Taskbar**—Select this option to see the small icon representing the OneTouch scanner in the Windows taskbar



**Scanner Lamp turns off**—These options control when the scanner lamp powers goes off.

**After idling for xx minutes**—Select this option to automatically turn off the lamp if the scanner hasn't been used for the specified time. This option saves energy and extends the lamp's life. Click in the box and enter the number of minutes for the lamp to remain idle before turning off. If you scan when the lamp is off, it warms up before scanning resumes.

**On System Standby/Shutdown**—Select this option to turn off the lamp when you turn off your computer, or when the computer's energy saver option automatically puts the computer into standby mode.

**Folder for Temporary Images**—Click the Folder button and then select a folder for the scanner's temporary images. During scanning, a temporary file contains scan information about the image. Because temporary image files can sometimes be large, select a folder that has sufficient disk space available.

4. Click **OK**.



## SCANNING FROM THE PAPERPORT SOFTWARE

Instead of using a scanner button, you can scan directly from the PaperPort software. This is particularly helpful when you're using PaperPort to file and save your scanned items.

---

**Note:** You can also scan directly with other software that meets the Twain standards for scanning, which includes many graphics and imaging applications available for your computer. The following steps explain how to set up and scan from the PaperPort software but you use the same basic processes with other Twain software.

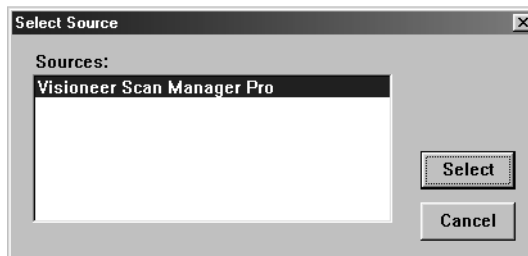
---

To scan from PaperPort, you must first do a one-time-only set up of the software.

### To set up the PaperPort software with the scanner:



1. If the PaperPort software isn't currently running, double-click the PaperPort icon on the Windows desktop to start it. The PaperPort Desktop appears.
2. From the PaperPort **File** menu, choose **Select Source**. The Select Source dialog box appears, and shows your Visioneer Scan Manager Pro software (as well as all other Twain devices installed on your computer).



3. Choose the Visioneer Scan Manager Pro option, and then click **Select**.

---

**Note:** You don't need to set up the scanner again unless you change the source to some other Twain device, such as a digital camera.

---

## SCANNING AN ITEM WITH THE TWAIN BUTTON

The following steps explain how to scan an item using the Twain button in the PaperPort software. You can scan many types of items, from small business cards to A4-sized pages.

---

**Note:** Your Visioneer OneTouch scanner is initially set to scan from the PaperPort software with the resolution of 100dpi. You can change the resolution, however scanning at a higher resolution creates a larger file size and takes longer to scan. To minimize the file size and the time required to get a better quality scan, select just the area of the item that you want to scan.

---

### To scan an item:

1. Open the scanner cover, place the item face down onto the lower left edge of the scanner glass, and close the cover.
2. If PaperPort isn't running, double-click the PaperPort icon on the Windows Desktop to start it. The PaperPort Desktop appears.
3. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.



---

**Note:** You can also scan from other applications that have the Twain capability. See the user's guides that you received with those applications for their specific steps to scan.

---

The Visioneer Scan Manager Pro appears.

Click an icon to select a configuration—Color, Grey Scale, or Black&White. This example shows the Color/Custom configuration is selected. Clicking the “+” sign in front of Custom shows Custom’s scan settings as a list.

Click a setting in the list if you want to change it. The setting’s options appear on the right side of the Scan Manager where you can select new options if necessary.

Check the Scan Info to make sure your computer has sufficient space for the image.

Click Preview to see what the image will look like. The Preview image appears in the window.



If the image is what you want, click Scan. If not, adjust the settings or select a new configuration and click Preview again.

Click AutoScan to scan with your preset scan choices.

---

**Note:** If you have the optional Transparency Adapter for your Visioneer OneTouch 8700 scanner, the drop-down menu at the top of the Scan Manager will have additional options. The setting in the example above—Scan Reflective Using—is for scanning paper items.

---

You can now scan manually by previewing the image and adjusting the scan settings to your liking, then click **Scan** or **AutoScan**.

The **AutoScan** feature uses your preset scan settings and the scanner’s automatic image analysis capabilities to find the optimum combination of settings for the item you’re scanning.

**To scan manually:**

1. On the Scan Manager, select a configuration for the scan.

For example, select Color/Custom to scan a color item with the preset Custom scan settings.

That configuration's settings appear as a list. Click the "+" sign to see the full list of scan settings. Click the "-" (minus) sign to collapse the list.

To see the settings for another configuration, click its configuration icon. For example, to see the grey scale settings, click the icon next to the Grey Scale configuration.

2. Click the **Preview** button to preview the scanned image before scanning it.

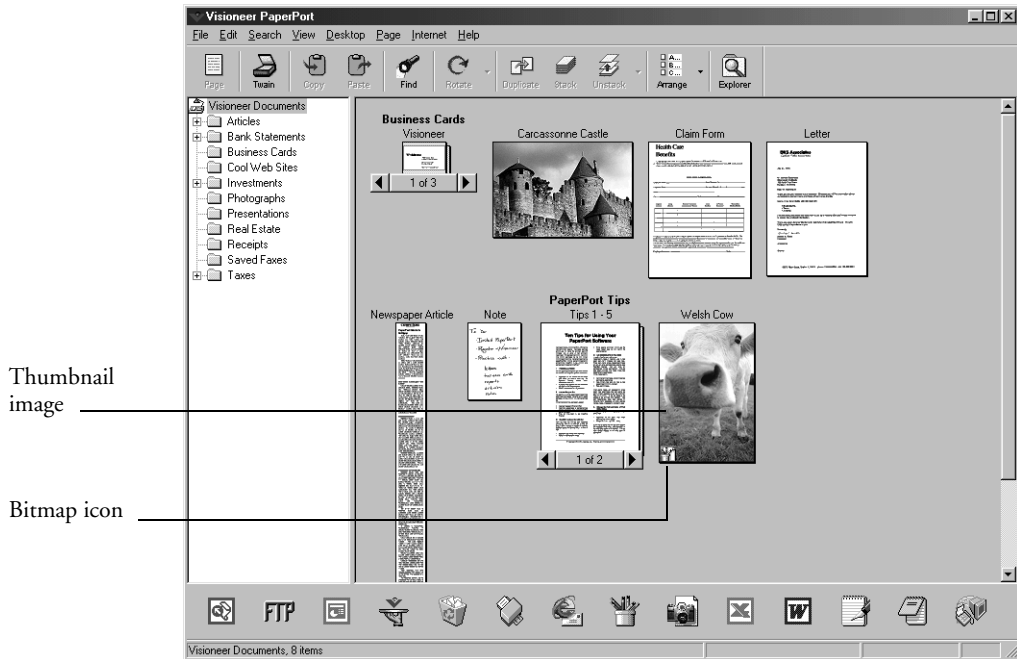
The scanner scans the item and displays a preview using the options you selected.

3. Review the image to make sure it's what you want.
4. To adjust one of the settings for the scan, click it in the list of settings.

A panel appears on the right side of the Scan Manager for that setting. Select new options for the setting on that panel. See "Adjusting the Settings on the Scan Manager" on page 35 for more about changing the scan settings.

5. (optional) To preview the image again, click the **Preview** button.
6. Readjust the settings if necessary.
7. When you're satisfied with the image settings, click the **Scan** button.

When the scan is complete, the scanner displays the final image as a thumbnail on the PaperPort Desktop. If the item is scanned as a bitmap image, a small bitmap icon appears in the lower left corner of the thumbnail.



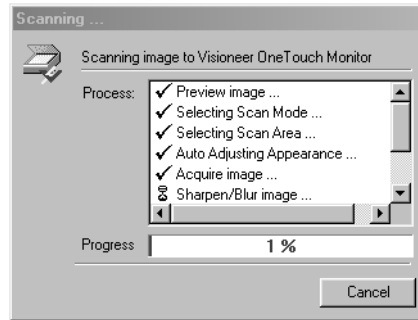
### To scan automatically:

1. Click **AutoScan**.

The scanner uses your preselected resolution setting for the configuration you selected. See “Setting Preferences” on page 48 to set the AutoScan settings.

In addition, your OneTouch 8700 scanner has built-in image analysis capabilities that find the optimum combination of settings for the item you’re scanning. When you click AutoScan, the scanner analyzes the image and adjusts the settings to produce the optimal scanned image.

The following dialog box appears while the scan is in progress. Checkmarks indicate that phase of the process is finished.



The autoscanned image appears as a thumbnail on the PaperPort Desktop.

2. Use the PaperPort software to work with the image.

Please see the *PaperPort Getting Started Guide* and *PaperPort User's Guide* on the CD for more information about using the PaperPort software.

## GETTING HELP WITH THE PAPERPORT SOFTWARE

The PaperPort software includes a complete set of help topics that answer questions about each feature of the software.

- To see help information, press the **F1** key, or from the **Help** menu, choose **PaperPort Help Topics** to display the Help Topics window.

---

**Tip:** Also see the technical support card included with your scanner.

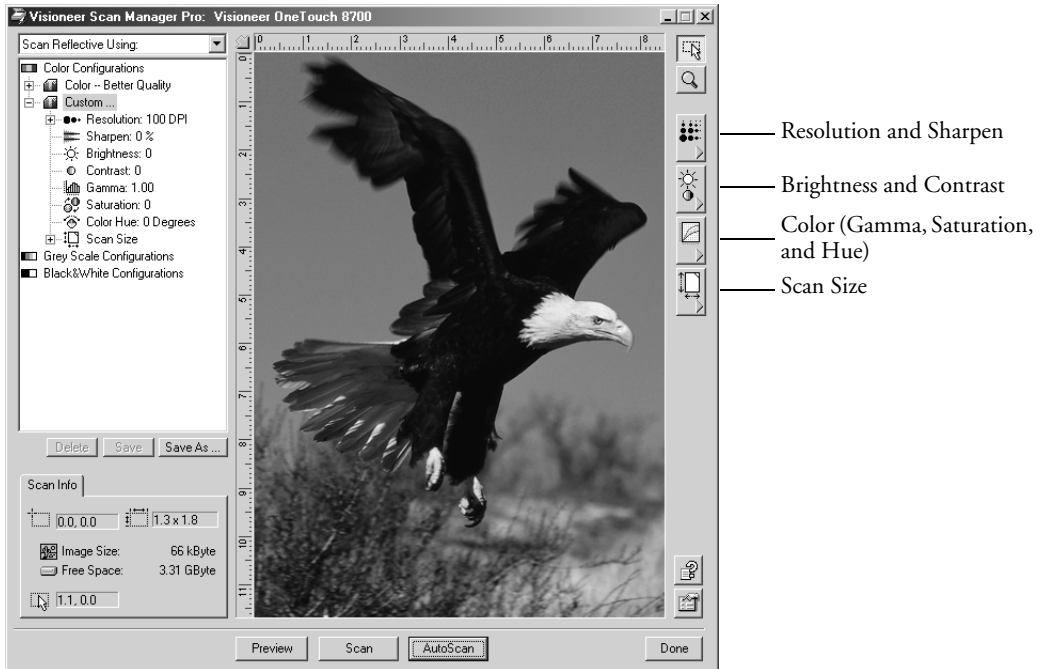
---

## ADJUSTING THE SETTINGS ON THE SCAN MANAGER

You can adjust the scan settings on the Scan Manager to produce the best possible image.

### To adjust a setting:

1. Click a setting in the list of settings, or click its corresponding button on the right side of the Scan Manager.




---

**Note:** The list of scan settings for a configuration only apply to that type of configuration. For example, the Black&White configuration does not have a setting for adjusting the Color Hue.

---

The following figure shows an example of the Scan Manager if you click the Resolution setting in the list, or click the Resolution and Sharpen button.



Click to close the settings panel

---

**Note:** The information in the scan settings list and the options that you select on the various settings panels are interactive. That is, as you change the settings on the panel, the numbers in the list on the left also change.

---

## SAVING A NEW PROFILE

If you adjust the scan settings you can save them as a profile for later use.

### To save a new profile:

1. Select a configuration on the Scan Manager, such as Color/Custom.
2. Adjust the settings that you want for later use.



3. Click **Save As**.

The Save Profile dialog box appears.



4. Type a name for the new profile.

5. Click **OK**.

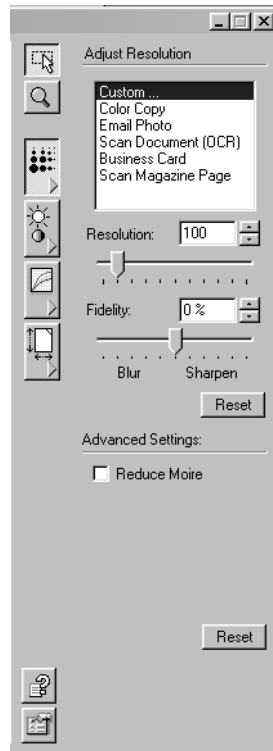
Your new profile is now listed as one of the configurations. Select it when you want to reuse its settings.

## ADJUSTING THE RESOLUTION AND SHARPNESS

Resolution determines the amount of detail you can see in the scanned image. The resolution setting for the scan is in dots-per-inch (dpi). The higher the resolution, the finer the details, however, higher dpi settings also produce larger files sizes. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork.

Sharpness determines the amount of blur in an image. Your scanner can sharpen an original blurred image by adjusting the blurry edges in sections of the image.

The following figure shows the resolution and sharpen options:



### To adjust the resolution and sharpness:

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.

For example, to set the resolution for scanning a business card, select Business Card (OCR). That setting is sufficient for your optical character recognition (OCR) application to read the small print on a business card.

2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it.

3. To adjust the sharpness, drag the **Fidelity** slider to the left to decrease the sharpness or to the right to increase the sharpness.

You can also type a number directly into the sharpness setting box, or click the up and down arrows next to the box to increase or decrease the setting.

4. To limit or eliminate the amount of moire patterns, click **Reduce Moire**.

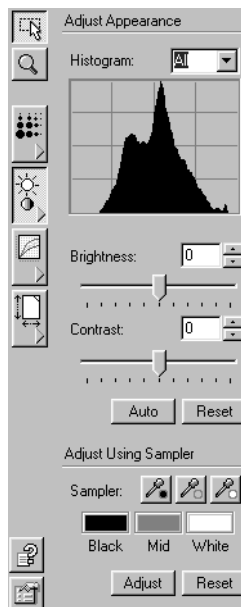
Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations.

To return the settings to their original amounts, click **Reset**.

## ADJUSTING THE BRIGHTNESS AND CONTRAST

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

The following figure shows the brightness and contrast options:



**To adjust the brightness and contrast:**

1. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.

You can also type a number directly into the sharpness setting box, or click the up and down arrows next to the box to increase or decrease the setting.

2. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

The Histogram represents the settings as you drag the sliders.

For color scan configurations you can adjust the brightness and contrast of each color individually, or all together, by choosing from the drop-down menu at the top of the Histogram.

3. Click the **Auto** button to have the scanner analyze the image and set the appropriate brightness and contrast.

You can also adjust the brightness and contrast by sampling portions of the image in the preview window. The three Sampler buttons correspond to the Black, Mid tones, and White portions of an image.

**To use the Sampler buttons:**

1. Click one of the buttons.

The pointer automatically moves onto the image and becomes a sampler pointer.

2. Place the pointer on the portion of the image for that sample and click.

For example, if you selected the Black sampler button, place the pointer on the blackest part of the image.

3. Repeat with each of the other Sampler buttons.
4. Click **Adjust**.

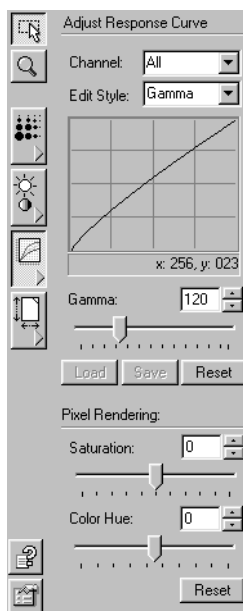
The image changes to show your new settings.

If the image is not what you want, click **Reset** to return the image to its original brightness and contrast.

## ADJUSTING GAMMA, SATURATION, AND COLOR HUE

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the midtones of the color, saturation is the strength or purity of a color, and hue is the color your eyes see as reflected from the image. These color settings are represented by a response curve.

The following figure shows the color options:



**To adjust the color settings:**

1. From the Channel drop-down menu, choose the individual color (Red, Green, or Blue) that you want to adjust, or choose **All** to adjust them together.
2. From the Edit Style drop-down menu, choose the type of color editing that you want to use:
  - **Gamma**—the response curve changes as you change the gamma setting; you can also change the saturation and hue settings.
  - **Freestyle**—you can drag sections of the response curve to create interesting and unusual color effects. Put the pointer on the curve and drag left, right, up or down. The image changes its colors in response to the new curve. The x and y numbers at the bottom of the response curve indicate the exact position of the pointer on the curve.
3. Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings.

You can also type a number directly into the setting boxes, or click the up and down arrows next to the boxes.

4. Click **Reset** to return the settings to their original numbers.

The upper Reset button is for the gamma setting, the lower one is for saturation and hue.

5. To save the settings of a response curve, click **Save**.

Saving is available for settings created with the Curve or Freestyle editing option so you can load and reuse the exact settings on other images. This is especially helpful for complex Freestyle response curves.

A dialog box appears that lists the names of previously saved settings. Type a name (at least 7 characters) for your new settings and click **OK**.

6. To reuse a saved response curve setting click **Load**.

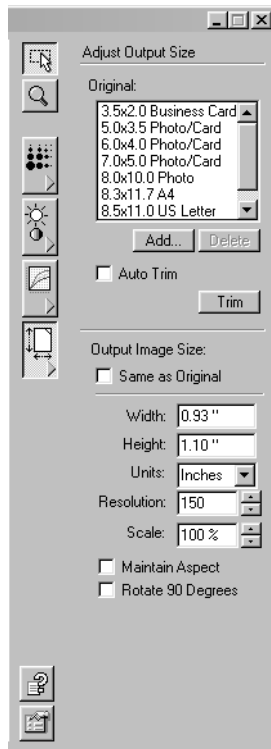
A dialog box lists the names of your previously saved settings. Select the one you want and click **OK**.

## ADJUSTING OUTPUT SIZE

The item you're scanning may not fill the scanner glass. In that case you can preview the item and use the Auto Trim option to automatically eliminate the unwanted sections of the image.

You can also adjust the output size to scan only specific sections of an image. For example, if you're scanning a photograph and want to focus on one section, adjusting the output size removes the rest of the photograph from the final scanned image.

The following figure shows the output size options:



**To Auto Trim an item:**

1. Click **Auto Trim**.
2. Click **Trim**.

The scanner senses the edges of the item on the glass and draws a dotted line around the image in the window.

Check to make sure the dotted line encloses the image that you want.

A new Scan Info box on the lower left portion of the Scan Manager shows the information for the autotrimmed area.

3. If the dotted line is not exactly where you want it, put the pointer on the line and drag the mouse.

For example, if you want the scan to include a border around the image, you can drag the dotted line to be slightly larger than the autotrimmed area.



To use the pointer to drag the line, make sure the pointer button is selected at the top of the window.

4. When the trimmed area is what you want, click **Scan**.

**To manually set the output size for an item:**

1. To scan the entire item on the glass, click **Same as Original**. No sections are trimmed.
2. To set the output size yourself, click **Same as Original** to remove the checkmark.

The settings for the output size become active.



3. Put the pointer on the image and drag the mouse to enclose the section you want in the scanned image.

As you drag the mouse, a dotted box appears on the image and the size settings change to reflect the new output size area. You can also type in the size settings boxes.

- **Width** and **Height**—the measurements of the final image after it's scanned; for example, if you plan to print the image on a typical piece of paper, the width and height are 8.5 and 11.0 inches
- **Units**—units of measurement for the new area; click the drop-down arrow and choose new units if you want
- **Resolution**—the dots-per-inch (dpi) setting for the new area
- **Scale**—the amount of enlargement or reduction of the image to fill the width and height measurements; for example, if you select a small area and have set the width and height to a paper size, the scale automatically increases to enlarge the small image so it's the same size as the paper

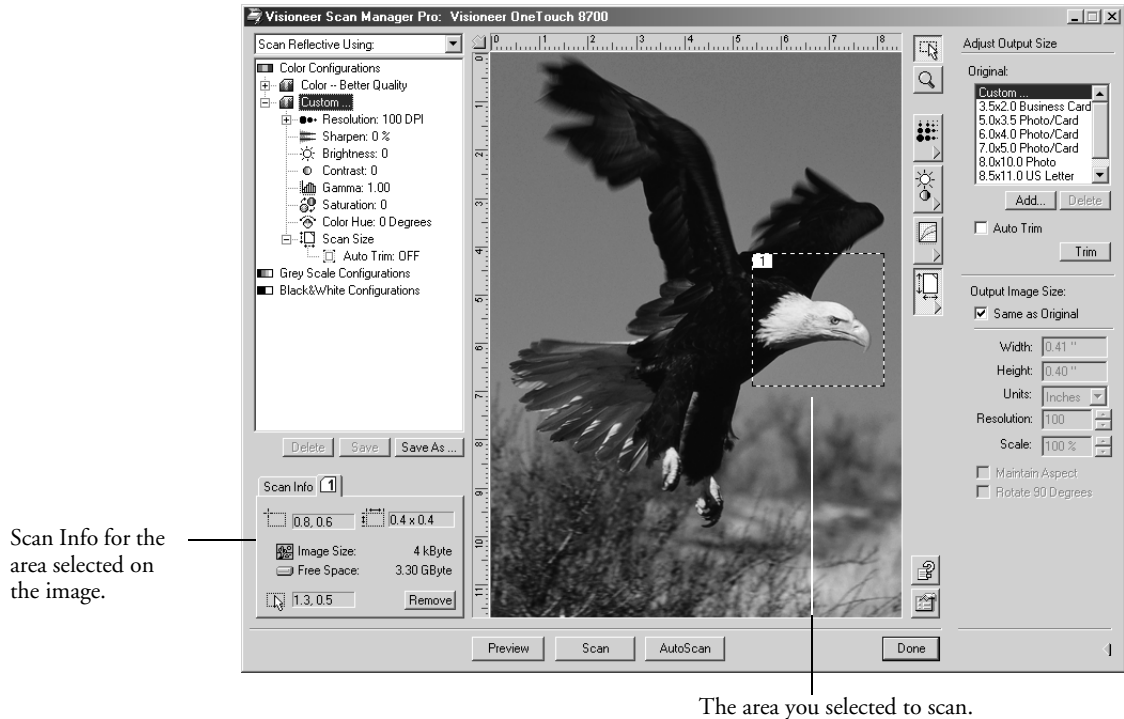
A new Scan Info box on the lower left portion of the Scan Manager shows the information for the new area.

---

**Note:** You can manually select up to six separate areas at a time. When you then scan the image, each selected area becomes a separate scanned item.

---

The following figure shows an example of a manually selected area.



4. If the dotted line is not exactly where you want it, put the pointer on the line and drag the mouse.



To use the pointer to drag the line, make sure the pointer button is selected at the top of the window.

5. To rotate the selected area 90 degrees, click **Rotate 90 Degrees**.
6. To maintain the selected area's length-to-width relationship (known as the aspect ratio), click **Maintain Aspect**.

Note that as you rotate the area or maintain its aspect ratio, the width and height measurements change to reflect the new orientation of the image.

7. When the settings are what you want, click **Scan**.
8. If you want to remove the selected area and start over, click **Remove** on the Scan Info box.

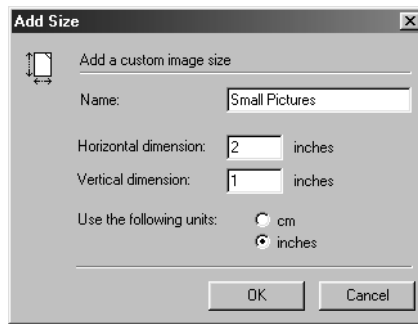
## SAVING A CUSTOM SIZE

If you have several items of the same size, such as a group of small photographs, you can create a custom size and reuse it whenever scanning those items.

### To save a custom size setting:

1. Click **Add** under the list of sizes.

The Add Size dialog box appears.

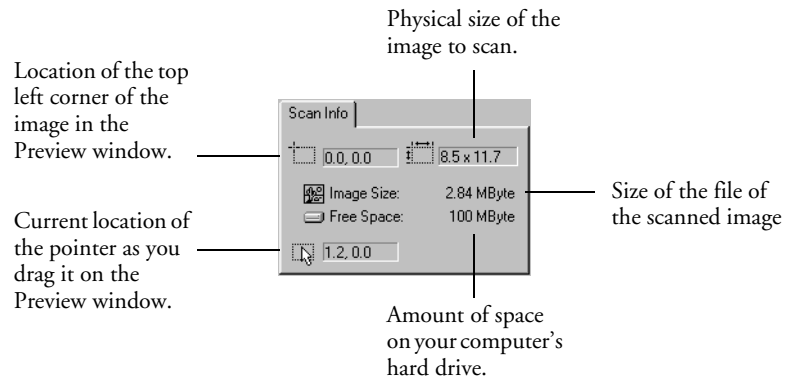


2. Type a name and dimensions for the size.
3. Click **OK**.

The new custom size is now listed in the box at the top of the panel. Select it in the list to automatically reuse the custom size.

## THE SCAN INFO BOX

The following figure shows the information on the Scan Info box:



## ZOOMING IN AND OUT

You enlarge or reduce the preview image by zooming in or out.

### To enlarge and reduce the preview image:



1. Click the **Zoom** button.
2. Put the pointer on the image.
3. Click the left mouse button to zoom in (enlarge).
4. Click the right mouse button to zoom out (reduce).
5. To return the image to its full size, click the Pointer button directly above the Zoom button, put the pointer on the image and click the right mouse button. Select **Show Full Image** from the pop-up menu that appears.

## SETTING PREFERENCES

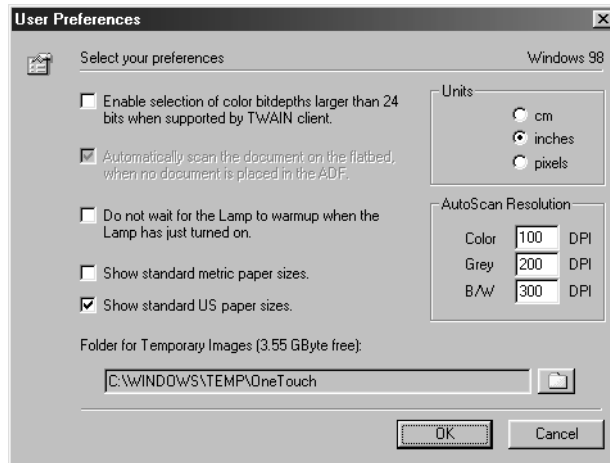
You can set preferences for the Scan Manager and scanner that are independent of the preferences for the PaperPort software.

### To set the Scan Manager preferences:



1. Click the **Preferences** button.

The User Preferences dialog box appears.



2. Select the preferences you want:

- **Enable selection of color bitdepths...**—your OneTouch 8700 scanner supports a tremendous range of colors (defined as 48-bit depth), but other devices (called the TWAIN clients), such as older cameras that you can use with the Scan Manager support only a 24-bit depth range of colors. Select this option to automatically allow the Scan Manager's color settings to support more than a 24-bit depth if the other devices also support the greater range of colors.
- **Do not wait for the Lamp...**—when you first start scanning, the lamp in the scanner warms up slowly. This helps extend the life of the lamp. However, if you want the lamp to come on immediately without warming up, select this option.
- **Show standard metric paper sizes**—select this option if you use metric paper to print images. When you select the scan size output options, the width and height dimensions are then for metric paper sizes.

- **Show standard US paper sizes**—select this option to set the paper sizes for standard US paper.
- **Units**—select the measurement units for the ruler around the preview window. The x and y coordinates of the pointer position are relative to the units.
- **AutoScan Resolution**—you can scan an item by clicking the AutoScan button on the Scan Manager. The scanner uses these resolution settings for the respective configurations: Color, Grey Scale and Black and White.
- **Folder for Temporary Images**—when you scan an item, its scanned image is initially stored in a folder before being sent to the PaperPort Desktop or some other application. Instead of using the default folder specified by the Scan Manager, you can select another folder on your computer. Usually the only reason to select this option is if the default folder is on a hard disk with limited storage space. Click the folder icon and the Browse for Folder dialog box appears. Select the folder you want to use and click **OK**. That folder name is then listed on the Preferences dialog box.

3. Click **OK** to save your preferences.

## GETTING HELP WITH THE SCAN MANAGER

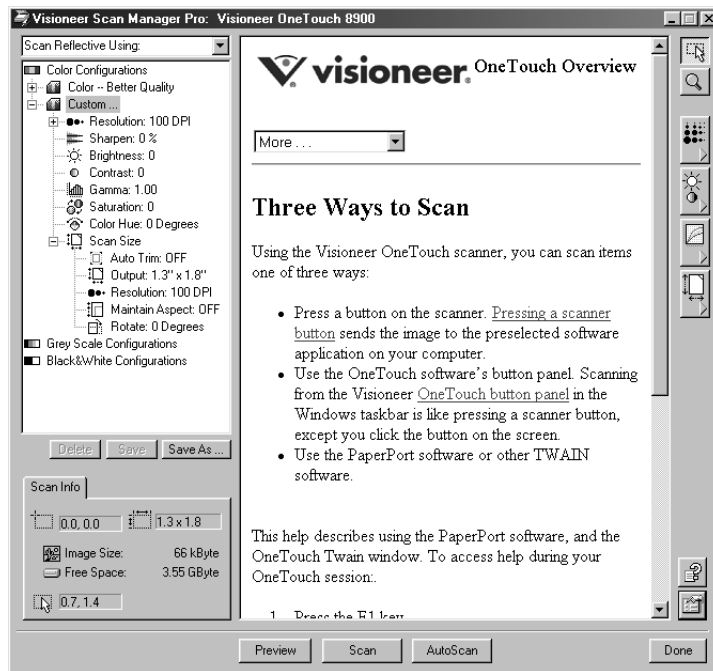
The Scan Manager has its own help system, separate from the PaperPort software help system.

### To see the Scan Manager help information:



1. Click the **Help** button.
2. Put the pointer on the feature you want help with, and click.

The Help window appears and displays information about that feature. You can manually scroll through the help information.



3. To see more help topics, click the drop-down menu at the top of information.
4. Click the **Help** button again, or click **Exit** on the window to exit the help system.

## CLEANING THE SCANNER GLASS

Scanning items that have excessive amounts of dirt or dust may dirty the scanner's glass. To ensure the best quality scanned item, wipe the scanner glass with a soft clean cloth to rid the glass of dust or other debris.

## INSTALLATION TROUBLESHOOTING

**After I installed PaperPort, I got a blue screen and a Profiling Display error message. Why is this happening?** PaperPort installs a driver for scanning and printing. Sometimes a conflict occurs between the PaperPort driver and another driver you may have on your computer. To resolve the conflict, remove the PaperPort driver from your SYSTEM.INI file and restart your computer. If the computer starts properly, that is a good sign that the conflict occurred.

You can also change your video driver to SVGA and reboot with our driver in the SYSTEM.INI file. This will help you tell if the video driver conflicts with the PaperPort driver.

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**Note:** Windows stores the SYSTEM.INI file in the Windows directory.

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**During installation I got the error message: PaperPort Installation is not complete. What do I do?** The installation procedure was not successful. You need to reinstall the PaperPort software.

**I got the error message: PaperPort cannot allocate enough memory to perform internal critical operations. What do I do?** You should close any other active applications so that additional memory is available. If you click continue, PaperPort moves the file to the PaperPort data directory and renames the file with the prefix “bad.” This allows you to recover the file later.

To recover the file, you can import it into PaperPort by using the Import command in the File menu.

**How do I uninstall PaperPort?** You can uninstall PaperPort in the Windows Control Panel. To display the Control Panel, choose Settings from the Start menu, then choose Control Panel. Double-click Add/Remove Programs. Use the Install/Uninstall tab to remove ScanSoft PaperPort from your hard disk. The uninstall does not delete your scanned items, and they remain in the PaperPort Data folder.



## VISIONEER ONETOUCH 8700 SCANNER SPECIFICATIONS

|                                  |  |
|----------------------------------|--|
| <b>Bit Depth</b>                 | 48-Bit color (internal), 16-Bit gray (internal), 1-Bit line art/text                   |
| Scanning resolution              | Optical resolution: 1200 X 4800 dpi  |
| Maximum Item sizes               | 8.5 x 11.69 inches (21.6 x 29.7 cm)  |
| Scanner dimensions               |  |
| Height                           | 4.0 inches (10.2 cm)   |
| Width                            | 11.7 inches (29.7 cm)  |
| Length                           | 16.7 inches (42.4 cm)  |
| Weight                           | 6.2 pounds (2.7 kg)  |
| Operating temperature            | 50°–104° F (5°–35° C without condensation)   |
| Relative humidity                | 20%–80% (@35° C without condensation)  |
| Power supply                     |  |
| Input voltage/frequency          | 100 Vac, 50/60 Hz (Japan)<br>120 Vac, 60 Hz (North America)<br>230 Vac, 50 Hz (Europe) |
| Output voltage/watt              | 12 V DC, 15 watt maximum   |
| Safety and agency certifications | UL, ULc, GS, FCC Class B, VCCI Class 2, CE   |
| Hardware warranty                | One-year limited warranty  |

